



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR



MARK J. SALADINO
TREASURER AND TAX COLLECTOR

500 WEST TEMPLE STREET
437 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012

TELEPHONE
(213) 974-2101


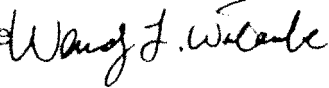
TELECOPIER
(213) 626-1812

June 29, 2009

TO: All Department/District/Agency Heads
Presiding Judge, Superior Court

FROM: Mark J. Saladino
Treasurer and Tax Collector

Wendy L. Watanabe
Auditor-Controller

SUBJECT: STATE OF CALIFORNIA REGISTERED WARRANTS

The State Controller has announced that his office will likely begin to issue Registered Warrants (RWs) for certain payments, beginning July 2, 2009. A RW is a legal instrument promising to pay an obligation and, as such, is not payable until the State specifies the date on which it can be redeemed. A RW can be identified in that the word "REGISTERED" is stamped on the face of the warrant, and it will contain a special endorsement stamp on the reverse side. (See Attachment 1 for a sample of a RW.)

Over the last several months, our offices have worked collaboratively to develop accounting, operational and safekeeping procedures, should the State Controller issue RWs.

In accordance with existing County Cash Management Policy, most payments from the State Controller are deposited directly into the Treasurer's Sacramento Lockbox for processing. As a result, the special handling of these RWs will be automatically managed by the Treasurer. Some payments normally received via an electronic funds transfer may be received in the form of a RW. However, if your staff receives a RW directly from the State, please be advised that the RW should not be delivered to the bank for deposit.

All RWs made payable to a County Department or the County of Los Angeles Treasurer, should be restrictively endorsed in accordance with the County Fiscal Manual Section 1.3.4, Procedures for Acceptance of Checks Over-the-Counter. A sample of the standard endorsement follows:

For Deposit Only
Deposit to the Credit of
COUNTY OF LOS ANGELES
[YOUR DEPARTMENT'S NAME]
[YOUR DIVISION, SECTION, etc.]
Absence of all Prior endorsements
Guaranteed

For RWs that are not made payable to a County Department or the County of Los Angeles Treasurer (e.g., Los Angeles County Office of Education, First 5 LA, or the Metropolitan Transportation Authority), the Fiscal Officer of the entity must properly write the endorsement on the back of the RW to the County of Los Angeles in the following manner

All principal and interest is hereby transferred to the County of Los Angeles - -
Name, Title, and Entity
(e.g., Jane Doe, Fiscal Officer, School District)

Immediately deliver endorsed RWs to the following address for safekeeping with the attached completed Registered Warrant Deposit Notice form (See Attachment II):

Treasurer and Tax Collector
Hall of Administration
225 North Hill Street, First Floor
Los Angeles, California 90012
Cashiering, Window 13
Business hours: 8:00 a.m. – 5:00 p.m.

For RWs, the Registered Warrant Deposit Notice form is completed in lieu of a Deposit Permit.

Departments should not hold RWs for safekeeping.

The Auditor-Controller will prepare all necessary accounting entries for RWs and will account for RWs as a receivable and not as cash.

Any State warrant that is not registered should be processed in accordance with your normal depositing procedures.

All Department/District/Agency Heads
Presiding Judge, Superior Court
June 29, 2009
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Our offices will continue to monitor this situation very closely. If you have any questions, your staff should contact the staff indicated on the attached contact list.

MJS:WLW:JK:
EBG:tf

Attachments

c: Board of Supervisors
Administrative Deputies
Fiscal Officers

Contacts for State Registered Warrants

Auditor-Controller		
Name	Telephone	Email
Connie Yee	213-974-8321	cyee@auditor.lacounty.gov
Sanford Johnson	213-974-8309	spjohnson@auditor.lacounty.gov

Treasurer and Tax Collector		
Name	Telephone	Email
Cashiering Angie Le'au	(213) 974-2066	aleau@ttc.lacounty.gov
Safekeeping Damia Johnson	(213) 974-7371	djohnson@ttc.lacounty.gov



STATE OF CALIFORNIA

SACRAMENTO

WARRANT NUMBER

07-620354

THE TREASURER OF THE STATE WILL PAY OUT OF THE

FUND NO.

FUND NAME

001 GENERAL FUND REGISTERED

MO. DAY YR.

4260 07 02 92

TO

TREASURER OF
LOS ANGELES COUNTY

DOLLARS CENTS

\$****3681.00

IDENTIFICATION NUMBER

PAYABLE IN SUCH COIN OR CURRENCY OF THE U.S.A. AS AT TIME OF
PAYMENT IS LEGAL TENDER FOR PAYMENT OF PUBLIC & PRIVATE DEBTS

Gray Davis

GRAY DAVIS
STATE CONTROLLER

⑆121113423⑆ 076203549⑈

STATE OF CALIFORNIA

REMITTANCE ADVICE

STD 404 (Rev. 4/90) (Continuous)

THE ENCLOSED WARRANT IS IN PAYMENT OF INVOICES
AS SHOWN BELOW

DEPARTMENT		DEPT. NO.	DATE	VENDOR'S NO	AMOUNT
HEALTH SERVICES					
ADDRESS		SCHEDULE NO			
714 P Street, Sacramento, CA		CC10216			
VENDOR					
Treasurer, Los Angeles County					
P.O. Box 110					
Sacramento, CA 95801					
			Fourth quarterly payment of the State Financial Aid for Local Health Administration for F.Y. 1991/92		\$3,681.00
			Other State Aid for Health.		
I.D. #		I	S	This amount will be reported in accordance with Section 6341 of Internal Revenue Code.	

Registered State Warrant (RW) Deposit Notice

Attachment II

County Department Name: _____

County Department Number: _____

Date: _____

TO BE COMPLETED BY COUNTY DEPARTMENT/DISTRICT/AGENCY/COURT									TTC USE ONLY			A-C USE ONLY	
					eCAPS ACCOUNTING INFORMATION								
RW Received Date	RW #	RW Issuance Date	RW Amount	Remittance Advice #	Fund	Department Code	Unit	Account (BSA, RSRC, DRSRC, or OBJ)	Redemption Date	Redemption Amount	Redemption Warrant #	Redemption Date Posted to eCAPS	Redemption eCAPS Document #
Total									Total				

Fiscal Officer Signature _____ Date _____

Print Name and Title

Phone Number: _____

e-mail: _____

For TTC and A-C Use Only

TTC (Cashiering/BRP) Signature	Date
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RW Deposit Notice # _____
(Assigned by TTC cashiering/BRP)

TTC (ICB) Signature	Date
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A-C (Accounting) Signature	Date
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JVA # _____
JVA Processed Date _____